

DNRC FIRE PAYMENT DOCUMENTATION REQUIREMENTS

It is the Land Office's responsibility to AUDIT original payment documents before sending in to CSD for payment. ie: Check Equipment Shift tickets, Fuel tickets, and EERA provisions against Equipment Use Invoice; check CTR's against EFF Timesheet, etc, to be sure that incident documentation accurately supports payment being requested. Whenever possible, ensure information is legible, especially signatures.

Note: The following information is in reference to payments made by DNRC-CSD. DNRC is able to process payment on most resources; however, certain resources must be paid by federal agencies, even if used on DNRC incidents. These include AD's, busses, national contract equipment, etc. See accompanying information on federal payment centers.

PERSONNEL TIME

1) EFF Time (Emergency Firefighters, paid as Personal Services)

Submit to CSD for payment:

- OF288, Emergency Firefighter Time Report, original pink copy – AUDITED for Accuracy

Land Office and/or Fire Package retains:

- OF288, Emergency Firefighter Time Report, white copy
- SF261, Crew Time Report, white copies

2) Fire Dept Salaried Personnel Time (billed on Fire Dept invoice, paid as Ops - Contracted Services)

Submit to CSD for payment:

- Original invoice received from Fire Dept - AUDITED first against CTR's and/or EFF Timesheets and Fire Dept payroll info

Land Office and/or Fire Package retains:

- Copy of invoice from Fire Dept, accompanying documentation: EFF timesheets and CTR's
- Supporting documentation from Fire Dept regarding personnel payroll history (It is the Land Office's responsibility to verify that contracted personnel are permanent Fire Dept employees, normally paid by the Fire Dept at the wage at which they are billing DNRC.)

EQUIPMENT TIME

Submit to CSD for payment:

- OF286, Emergency Equipment Use Invoice, original pink copy – AUDITED for Accuracy
- OF297, Emergency Equipment Shift Tickets, original pink copies
- OF294, Emergency Equipment Rental Agreement, copy – Highlight resource to be paid

Land Office and/or Fire Package retains:

- OF286, Emergency Equipment Use Invoice, white and/or blue copy
- OF297, Emergency Equipment Shift Tickets, white and/or blue copies
- Original EERA and all supporting documentation (ie: inspection, registration, insurance, personnel info, etc)
- OF296, Equipment Inspections, pre-season and/or pre-use, and post-use
- OF304, Fuel & Oil Issue, if applicable
- Resource Order, if applicable
- Repair orders, commissary issues, possible potential claim documentation, and any other documents supporting additions or deductions to payment

CLAIMS

Submit to CSD for payment:

- Vendors Invoice accompanied by originals (when available) or copies of all applicable documentation supporting payment of a claim (ie: inspections, signed statements, repair receipts, photos, etc)

Land Office and/or Fire Package retains:

- Copies of above documentation submitted to CSD for payment of claims

Note new account numbers for use beginning 2005 for Fire Suppression Equipment:

621A4	*Local Govt – personnel time (For operators of fully operated equipment, not EFF's)
621A5	*Private – personnel time (For operators of fully operated equipment)
62554	*Local Govt – equipment time
62555	*Private – equipment time
62710	Vehicle Damages Claims – fire suppression
628A7	All Other Claims – fire suppression

* Personnel and Equipment time for fully operated equipment must now be split when coding the Equipment Use Invoice. Unoperated rate represents equipment time. Difference between unop. and op. rate represents personnel time.